

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 15, 2008 Cabinet Meeting
Date: July 15, 2008

Members Present: Bertch, Bohnet, Cannell, Collins, DeHaven, Horton, Hutchins, Kocher Niewoonder and Schlack

Members Absent: Anderson

TBO Discussion

Briefly discussed our goal for becoming a talent- and strengths-based organization and the need to better communicate with the college community that we are not a Talent Plus organization. Cabinet members briefly shared how they used their top strengths during the past week.

REVIEW OF BOARD THEMES/RESULTS FOR FY 2008

A draft of the annual report on themes for FY 2008 was distributed and reviewed. Changes will be incorporated as discussed in preparation for next week's Board planning meeting.

PLANNING FOR FY 2009

Review of Board Agenda for July 23 Planning Meeting

Reviewed and discussed some of the items on the agenda for next week's Board planning meeting.

- Agreed that all Cabinet members will be present for discussions on open admissions and pre-college agenda items.
- Jim will be able to help with some background information regarding the discussion for naming the Groves area as a campus.
- Security Measures will come forward to the Board as an update on possible plans.
- Marilyn and Mike will share an update on recent discussions with the Land Conservancy Group.
- A question was raised regarding the financial aid issue and more information will be prepared before finalizing the material for the Board.

Committee Reports – Agreed that each committee chair will present an executive summary of their committee's action to date toward goals. Following each presentation, a written summary will be distributed to the Board.

- Retention Committee – Mike summarized the action to date on the goals of the retention committee. His presentation to the Board will include an overview of the reason retention is so important to the College.
- Curriculum/Program Review Committee – Dennis and Bruce distributed and reviewed action to date toward the goals of the curriculum committee.
- Human Resources Committee – Sandy shared a summary of the progress made to date by the human resources committee and noted that three sub-committees have been formed to address various goals.
- Recruitment/Communications Committee – Jim reviewed his committee's action toward the goals set. His committee has already taken action toward the first seven items of the committee's charge and will continue to take more action. Agreed that the branding sub-committee and the Web Council will become sub-committees of this committee.
- Research Committee – Steve highlighted the action toward goals of this committee and noted that it essentially serves as a resource of data for the other committees.
- Branding Committee – heard a brief update on the status of response to the Branding RFP.

Other Discussion Items

- **Travel – the following travel items were reported for the record:**
 - Pat Pallett and Heidi Stevens-Ratti will attend the annual conference on academic advising to be held in Chicago, Oct 1-4.
 - Steve Doherty will attend the STAMATS Higher Education Marketing Conference to be held in Chicago, July 20-22.
 - Elspeth Inglis will attend a performance management workshop in Nashville, TN, Aug. 14
 - Jim Taylor will attend the National Career Pathways conference in Cincinnati, October 22-25.
 - Jim Taylor is attending the Respiratory Care Association annual meeting this week in Phoenix.
 - Marie Rogers will attend the Perinatal Network Conference to be held in Kalamazoo on Sept. 18.
 - A request for Larry Taylor to attend an automotive teacher's conference was put on hold pending additional information.
- **Grants**
 - No grant requests presented.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, July 29 and will begin at 8 a.m. in the Board Room.